



Employee Handbook

Employee Handbook



Mukti Foundation N (MF)

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Date: 10 March- 2024



Employee Handbook Approval Sheet

This Employee Handbook has been approved by:

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Signature: **Date:**

Designation: Executive Director



Welcome to Mukti Foundation

(A message from the Executive Director of Mukti Foundation)

Mukti Foundation started its operation in 1996 in the Southern part of Bangladesh. A small group of socially conscious youth deeply hurt and moved by unjust social discrimination in respect of class, caste, creed and gender in a bid to wage struggle against all sorts of social injustice, came forward to form this organization. MF gradually covered a wide variety of program components and geographical coverage with the generous financial support of various GoB and Non-Govt. International donors. The Mukti Foundation has been implementing integrated rural development programs for the improvement of Socio-Economic status of rural & urban poor families. Its participatory approach has been in practice from the very beginning of the organization. In Mukti Foundation evolution process, it has experimented with various approaches and undertaken some action-oriented activities to identify direction of its programs with active participation of rural people as program partners.

Mukti Foundations' success is based on the commitment and dedication of its employees, and we very much hope you enjoy working with us.

This Employee Handbook is designed to provide you with the necessary guidelines and regulations governing your employment and has been developed in compliance with labor regulations of Bangladesh.

It applies to all offices of Mukti and aims to ensure consistency in the way we work and the treatment of our employees. It should therefore enable the Directors to manage their teams within the parameters of this handbook. Only issues that may fall outside this handbook will require discussion with and approval of the Executive Director.

However, if at any time you need further information or assistance regarding your employment, please do not hesitate to consult your line manager or departmental head.

Satkhira
10 March 2024

Gobinda Ghosh
Executive Director
Mukti Foundation
Mukti Foundation

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List of Acronyms

AGM	:	Annual General Meeting
ED	:	Executive Director
EC	:	Executive Committee
ED	:	Director
EGM	:	Extraordinary General Meeting
CEO	:	Chief Executive Officer
CV	:	Curriculum Vitae
GD	:	General Diary
MF	:	Mukti Foundation (MF) -An NGO
DSA	:	Daily Subsistence Allowance (Per diem)
GoB	:	Government of Bangladesh
HRD	:	Human Resource Development
HRM	:	Human Resource Management
HR	:	Human Resource
HIV	:	Human Immunodeficiency Virus
AIDS	:	Acquired Immunodeficiency Syndrome
ICT	:	Information Communication Technology
JD	:	Job Description
MIS	:	Management Information System
MEAL	:	Monitoring Evaluation Accountability and Learning
NGO	:	Non-Government Organization (voluntary development org.)
NGO AB	:	NGO Affairs Bureau (GOB regulatory body for NGOs working in Bangladesh)
ToR	:	Terms of Reference
ToGETHER	:	Towards Greater Effectiveness and Timeliness in Humanitarian Emergency Response

Document Control

Document Title	Mukti Employee Handbook.
Document Author(s)	Gobinda Ghosh- Executive Director, Mukti Foundation
Document Owner	Mukti Human and Resource Development Department
Document Classification	Internal
Document Status	Final
This version number	1

Document Amendment History

Version number	Date	Amendment Summary	Approved by
1	March 2024	NA	Approved by Executive Committee

SECTION 1

INTRODUCTION

1. Introduction

The Employee Handbook of Mukti Foundation (MF) is a supplementary and summarised version of the MF Human Resource Policy that aims to provide clear guidelines on employment terms and conditions of service, and general information on employees' rights and responsibilities who will newly join MF. The Handbook provides guidance of all staff employed by Mukti Foundation. The rules apply to full-time and part-time employees, though in the case of part-time employment, specific conditions shall be explicitly mentioned in the contract.

1.1 About the organization

Mukti Foundation is a Non-Government Organization (NGO). A small group of socially conscious youth deeply hurt and moved by unjust social discrimination in respect of class, caste, creed, and gender in a bid to wage struggle against all sorts of social injustice, came forward to form this organization. Mukti Foundation came into being in 1996 and subsequently registered with the NGO Affairs Bureau.

Mukti Foundation is in 24 years of program implementation and has gradually covered a wide variety of program components and geographical coverage with the generous financial support of various GoB and Non-Govt. International donors. The Mukti Foundation has been implementing integrated rural development programs for the improvement of the Socioeconomic status of rural & urban poor families. Its participatory approach has been in practice from the very beginning of the organization. In Mukti Foundation evolution process, it has experimented out various approaches and undertaken some action-oriented activities to identify direction of its programs with active participation of rural people as program partners.

ToGETHER: "Towards Greater Effectiveness and Timeliness in Humanitarian Emergency Response" project is funded by Malteser International, Germany. The goal of the project is to reduce the impact of disasters on local populations in countries of operation through localized, effective, rapid, and accountable humanitarian assistance. The vision of the project is to promote equal, complementary partnerships between local/national NGOs and international NGOs. The project objectives are to strengthen the leading role of local/national NGOs in the humanitarian system ("local leadership") and the localization agenda at an international level.

The ToGETHER program also aims to transcend organizational boundaries and enable all local and international partners involved to jointly develop approaches to humanitarian challenges that they would not have been able to realize on their own to this extent and with this added value.

1.2 Vision, Mission & Objectives

The Vision of Mukti Foundation is to *bring the positive change of livelihood like to get better education, improve health, safe water, deluge environment, employment and to establish rights to khash land of the poor through participation and accountability.*

The Mission of the organization is to *establish a non-explicated, environmentally sound, surplus and rights-based community.*

The major objectives of Mukti Foundation have been to work towards increased self-reliance of rural grassroots people and respond to emergency needs of the marginalized by:

- a. Establishing the rights of the poor in society and make them self-reliant.

- b. Extend emergency response to save lives and livelihood assets of the community before, during and after the emergency.
- c. Undertaking development activities for the rural poor irrespective of religion, caste, creed and gender.
- d. Alternative institution building i.e. group formation, savings credit etc for the resource-poor and underprivileged community especially destitute women, landless poor and wage labor.
- e. Alleviate poverty through different income generation.
- f. Eradication of illiteracy and providing skills for life.
- g. Improvement of health, sanitation, and nutrition status of the underprivileged community particularly the women, landless poor, wage labor and out-caste communities.
- h. Ensuring human rights and empowerment of resource-poor community.
- i. Address gender-based violence in society and empower girls and women.
- j. Sustainable utilization of natural resources and conservation of biodiversity; and
- k. Proper utilization of indigenous knowledge in development activities.

Mukti Foundation is committed to assisting the development movement of the people-centered in the development and humanitarian perspectives.

1.3 Legal Status, Management and Operation, and Mandate


- MF is registered as NGO with Ministry of Social Welfare, particularly the Social Welfare Executive Directorate dated on 10.11.2010 vide registration number Satkhira-1092
- Society Act. Vide registration no. Khulna-124 dated 11.04.2005.
- The organization is also registered with the Micro Credit Regulatory vide registration No. 0000381 dated 23.02.2009.
- MF is also eligible for receiving foreign donation and registered with the NGO Affairs Bureau vide registration number: 1391 dated 08.06.1999.

1.4 Code of conduct

- Employees of MF must maintain the highest standards of professional behavior and integrity at work. They must demonstrate mutual respect irrespective of gender, religion or status.
- No one is allowed to get involved in any action or behavior in such a way that may create a conflict between individual interest and that of the organization or tarnish the image of the organization. Each will foster Teamwork maintaining appropriate workplace behavior.
- No individual shall behave in such manner that intimidates other employees in any way.
- Any form of harassment including sexual harassment, persecution or discriminatory practices, and insubordination at the workplace will be dealt strictly as per Human Resource Management Policy.
- No one is allowed to divulge or misuse confidential information of the organization in any form or capacity.
- Engagements of MF employees with other entities, that go against the interest of the organization or affect working relationship with MF, will not be accepted and may lead to disciplinary actions being taken against him/her.
- The employees of MF shall not be engaged with any political (partisan) or other activity detrimental to the interest of MF or the state.
- Employees must deal with the counterparts, associates, external entities or co-workers, customers honestly and diligently to maintain transparency.
- All staff of MF will contribute towards maintaining a healthy and safe working environment within the organization.
- Each employee must safeguard properties/assets belonging to MF.

1.5 Development and Application of the Handbook

- The Employee Handbook applies to all employees who will newly join with MF.
- Any deviations from what is set out in the Employee Handbook must go to the detailed policies of MF.
- This handbook will be reviewed and updated periodically to reflect changing conditions and new legislation that may have a bearing on employment conditions. The Executive Director will be responsible for proposing changes as appropriate. Any changes to the handbook must be approved by the Executive Director.

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- All heads of teams play an important role in helping all employees interpret and apply this handbook equitably and fairly.

1.6 List of Policies of MF that need to be followed every employee.

All employees are required to read all staff-related policies and comply with them. A list of these policies is shown below, and the policies are attached to the Employee Handbook as appendices.

1. Mukti Human Resources Policy and Operational Handbook.
2. Finance and administration policy.
3. Procurement Policy
4. Gender Policy
5. Child Protection Policy
6. Safeguarding policy
7. Money Laundering and Anti-Bribery policy

SECTION 2

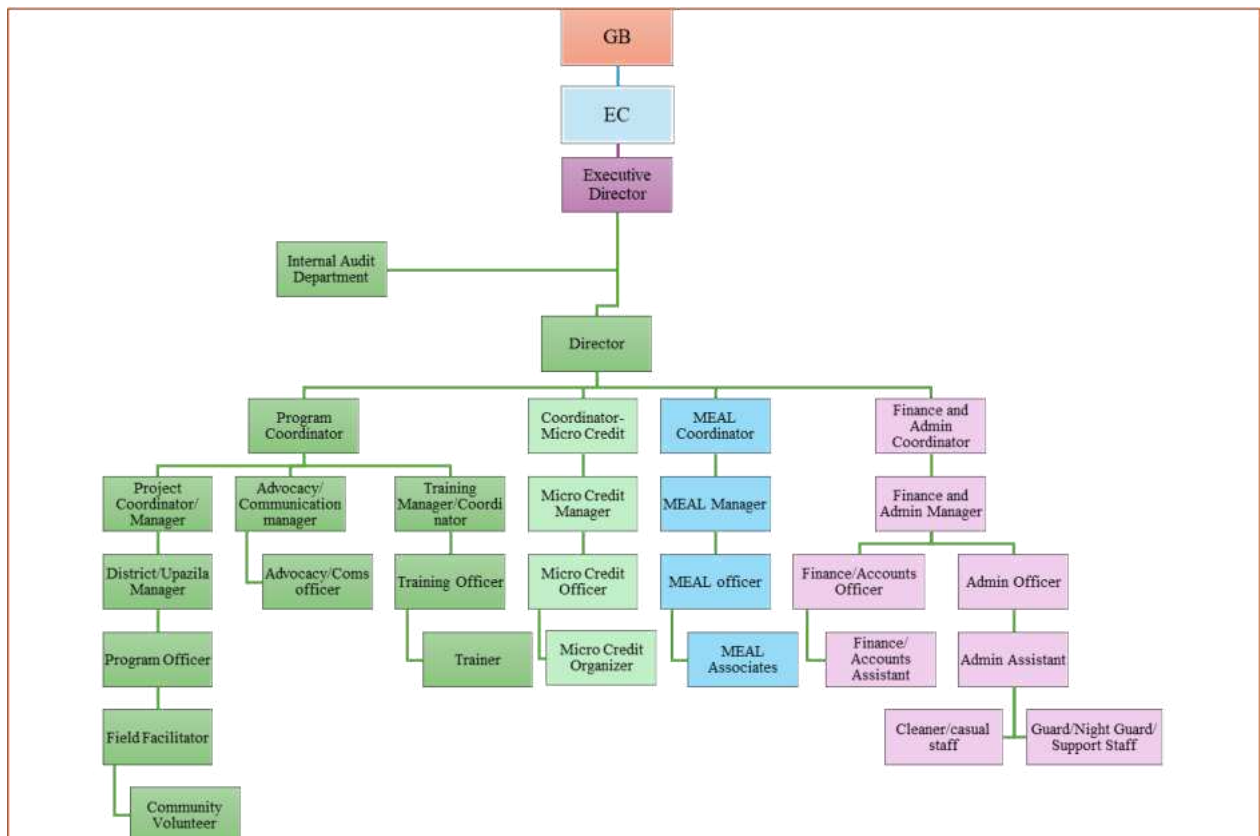
ORGANIZATIONAL STRUCTURE AND MANAGEMENT

2.1 Organisational Structure and Management

As per the organizational structure of MF the Executive Director will be the Chief Executive Officer of the organization. In the second level there are few positions including Deputy Executive Director (Program), Finance and Admin-HR followed by Coordinator (program), Coordinator (MEAL), Manager, and Accountant that followed by Supervisor (Program), Supervisor (Microfinance), Cashier, Office assistant, Organizer (Program), Facilitator (Program), Volunteer and Service Staff & Guard.

MF shall maintain a complete and up to date organizational structure in which the channels of communications are shown diagrammatically for practical use. Supervisors will ensure that their staff fully understands the general communication channel. The staff usually communicates with or through their supervisor; however, they will also have access to any level of the organization.

It is mentioned here that in view of future needs in terms of growth/development of MF and donor requirement the structure/organogram will be reviewed/adjusted/updated.



SECTION 3

RECRUITMENT AND APPOINTMENT

3.1 Recruitment Policy

Mukti Foundation aims to attract and retain employees with the appropriate level of skills, qualifications and personal qualities to meet the requirements of specific job roles.

MFs' success depends on the people we employ and so we take recruitment very seriously. We want to be known, internally and externally, for being good at recruiting.

The following six principles are the basis of our policy and will guide its application throughout our organisation.

1. High quality
2. Cost effective
3. Fair to candidates
4. Encouraging employee development
5. Committed to diversity and disability
6. Promoting Mukti Foundation

3.2 Classification of Employment

Regular staff: The category of staff will be the core staff of the organization and shall be appointed to core positions. They must undergo a probation period of six months and upon successful completion of probationary period they may be confirmed in the position and shall be entitled relevant benefits as per HR manual.

Project Staff: These staff shall be recruited for a particular project for a specific period of time as mentioned in their contract/appointment letter. They must work under probation for a period of six months and seek confirmation for the remaining period of the project after successfully completion of the probation period and shall be entitled relevant benefits as per HR manual.

Contract: These staff members shall be hired for a particular period of time as shall be mentioned in their appointment/contract letter and shall be entitled relevant benefits as per HR manual. An employee whose contract has been confirmed following the satisfactory completion of his or her probationary period usually it would be more than one year.

Probationary Contract: An employee who has been employed to fill a vacancy, but who has not yet completed his or her probationary period.

Temporary/short term Contract: This is for staff hired on short duration not more than one year.

Volunteer/Intern/development trainee: A learner who is paid an allowance or stipend during the period of work experience. Internship will be paid and no-paid citizen of Bangladeshi student's maximum for 3 (three) months guidance by respective personnel and it may be extending of their interest.

Part-time staff: These staff members are hired by MF completely on a temporary basis and such staff working on daily or hourly basis.

3.3 Recruitment Process

See Recruitment Guidelines for Details under Human Resources Policy and Operation Handbook.

3.4 Hiring relatives, Disability persons, female, ethnic minority people

MF discouraged to recruit relatives such as blood connection, wife, brother/sister-in-law, father-in-law or close relatives. The purpose of this policy is to ensure that relatives of employees are not placed in positions in the workplace that would result in any of the following situations:

- a. A supervisory/subordinate relationship or administrative association of one employee over the other, except the policy level.
- b. An administrative relationship between the relatives that creates a conflict of interest or ethical impropriety.
- c. An administrative relationship between the relatives that creates the appearance of conflict or impropriety as viewed by colleagues, co-workers or the public.
- d. For the purpose of this policy, a relative is parents, spouse, children, brother/sister, in-laws, first cousins, uncles/aunts (1st) and nieces/nephews (1st) are defined as relative.
- e. Hiring of relative as defined above is in principle discouraged. However, a relative out of the definition may be hired in MF if s/he qualifies in the selection process and either one does not have direct supervisory relationships over other and not in the same department, except the policy level; and
- f. In special case regarding recruitment of any relatives mentioned above need to take special approval from the Executive committee and be in written documented in the meeting note and thus any such relationship should be declared at the time of appointment in writing.

3.5 Age Limit/ Retirement age

No one below 18 (eighteen) years of age may be hired as a MF. The retirement age for MF staff shall be (65) sixty-five years. However, in exceptional cases, the competent authority of MF (the Executive Director and the Executive Committee) can extend the upper limit of age for a period of maximum 5 years with valid justification. The Consultants and Advisors will have flexibility in the upper limit of age.

3.6 Probation and Confirmation

All new staff will initially be on a probation period for six months. During probation employees shall be provided with necessary support, orientation, and on-the-job training. On successful completion of probation period, the job will be regularized based on the performance appraisal. Upon completion of satisfactory performance during probation period, as per performance Appraisal, an employee will be confirmed his/her position and management will issue a confirmation letter to the employee before the expiry of the probation period based on department head recommendation. In case of unsatisfactory performance, the probation period may further have extended for 3-6 months.

3.7 Identity card


- Identity card is a very important thing for every organization for the identity of its staff. Every employee of MF will have separate Identity card.
- Staff's name, project name, designation, mobile no., blood group, validity of card; organizations name must be written in the identity card with employee's stamp size photograph.
- Preparing and checking the ID card information by respective staff of HRM&D, before delivery of ID card to the employee a photocopy with receiving will be kept in a file or employee's file for future reference.
- If lost, staff must file a General Diary (GD) to local police station and a copy of GD should be submitted to the HRM&D Department.
- During leaving employment, the ID card must be returned by respective personnel to the MF-HRM&D Department for final payment.

3.8 Equal Employment Opportunity (EEO) policy

Mukti Foundation is an equal opportunity employer and will provide equality in employment for all people employed or seeking employment. Every person will be given a fair and equitable chance to compete for appointment, promotion or transfer, and to pursue their career as effectively as others. Employment decisions relating to appointment, promotion and career development will be determined according to individual merit and competence.

Consistent with this, MF does not condone any form of unlawful discrimination or vilification, including that which relates to:

- Gender;

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- Pregnancy;
 - Potential pregnancy;
 - Marital/domestic status;
 - Disability;
 - Race, color, national extraction, social origin, descent, and ethnic, ethno-religious or national origin;
 - Age;
 - Family responsibilities, family status, status as a parent or carer;
 - Racial classification;
 - Sexuality;
 - HIV/AIDS vilification;
 - Religious belief or activity;
 - Political belief or activity;
 - Industrial activity;
 - Employer association activity;
 - Trade union activity;
 - Physical features;
 - Breastfeeding;
 - Transsexuality;
 - Transgender;
 - Profession, trade, occupation, or calling;
 - Medical record; and
 - Criminal record.

In all cases no factors other than performance and competence are to be used as the basis for performance assessment, training and development opportunities, and promotions. This policy is to be used in conjunction with the Discrimination, Harassment, and Affirmative Action policies.

SECTION 4

OBLIGATIONS OF EMPLOYEES

4.1 Organizational Environment

It is the policy that MF shall have a secured, clean, functional, and conducive physical environment in its office and premises. It has “no smoking zone inside the office” and ‘drug-free workplace”. Each employee has the responsibility to work safely and maintain the premises, office spaces and facilities in a good condition. In addition, the MF will have separate toilets for female staff and the lactating mother will be allowed a safe place and time to feed the infants.

Employees will encourage each other a positive attitude towards work and to create an enabling working atmosphere in the organization especially for women. All employees are expected to be gender conscious and sensitive to the gender issues, which will be manifested through their behavior, beliefs, values, and attitudes mainstreaming gender in the organization culture.

All staff of MF should be given the opportunity to express their views openly and confidently without fear of repercussions on their employment and working relationship. MF is committed to keep its workplace and working environment free from any sorts of acts of sexual harassment, by any employment towards other MF employees or others.

4.2 Duty Station

Duty station/workstation and section shall be stated in the letter of appointment and any transfer to other section shall be communicated in writing.

4.3 Dress Code

There is no fixed dress code for MF employees. Employees are expected to dress appropriately. Clothing and accessories which contain an offensive message or connotation, are prohibited. And also avoid any attire that is indecent in a formal working place.

4.4 Ethics Policy

The highest standard of ethical conduct, fair dealing and mutual respect is expected of each employee and all others associated with MF. Organizational reputation is a valuable asset, and all employees must continually earn the trust, confidence and respect of the fellow employees, vendors, and the community.


4.5 Compliance with Laws and Regulations

Employees shall conduct all work-related activities in compliance with relevant laws, regulations, policies, and procedures. MF employees are charged with understanding the applicable laws, recognizing potential dangers, and knowing when to seek management or legal advice.

4.6 Conflict of Interest

Employees must avoid any interest, influence, or relationship that might conflict or appear to conflict with the best interests of MF and the country, or that might affect one’s working judgment or loyalty. Employees must avoid any situation in which their loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist. Examples of potential conflict situations include, but are not limited to:

- a. Ownership or a significant financial interest in, or other relationship with, a supplier to MF, e.g. the supplier is blood relation of the decision-maker.
- b. Having a financial interest in any business transaction with MF.
- c. Accepting gifts, entertainment, or other benefit from supplier to MF.
- d. Taking employment decision of next to kin.



An employee with a conflict must disclose the conflicting interest, and remove themselves from any negotiations, deliberations, or decisions involving the conflict. Employees may, however, state their position and answer questions when their knowledge may be of assistance.

4.7 Access to Employees Personnel Professional Files

Employees are eligible to access to her/his personnel files in presence of her/his supervisors and HR personnel. Likewise, concerned supervisors, department heads and the Executive Director has the access to employees' personnel files.

4.8 Drug Abuse

MF will take stern action whenever an employee is found to be involved with unlawful manufacture, dispensation, possession, use or distribution of a controlled substance. Smoking is prohibited in office premises. Strong disciplinary action will be taken for violation of this policy. In ensuring congenial environment, the employees have to play a strong role to keep the workplace free from drug abuses.

4.9 Personal Belongings

All employees of MF are responsible to keep their assigned belongings in secured places. In case of loss of any such items, the concerned employee will be held responsible.

4.10 Personal and Official Safety and Security

All employees of MF shall be responsible to ensure their safety and security while on official duty. In case of any prediction of danger, the concerned employee will immediately inform the same to management.

4.11 Confidentiality and Copy Right

All employees of MF shall maintain highest professional confidentiality in her/his work. Any materials produced during the employment with MF will be treated as the property of MF. Employees are not allowed to share any official document without prior permission from management. Violation of such policies will be strictly handled.

4.12 Personal Visitors

Personal visitors at the office are discouraged. If for emergency reasons, a visitor needs to entertain, the duration should be as short as possible.

4.13 Reserve Clause

The Executive Director has the discretionary authority to make exception to any of the policies set forth in this manual for the greater interest of the organization and its employees based on his/her own judgment in any particular situation.

4.14 Health and Safety

MF recognizes that safe and hygienic atmosphere at workplace is a precondition to motivate employees to work with MF. In order to ensure this, MF, to the best of its ability, will take all possible measures to provide safe and hygienic upkeep of the office for the employees especially for the female.

All employees of MF shall be careful about maintenance of his/her workplace and its environment and ensure that it is safe and free from health hazard. Any unsafe conditions or injuries should be immediately reported to the concerned official.

MF will have first aid kit in the office with updated emergency medicines for staff to use during working hour/travel when necessary.

4.15 Official Asset

Any official assets assigned to the employees are the property of MF. The employee will be held responsible for the loss, damage or misuse of the official asset. However, it is management's discretion to consider if the loss or damage occurs by external force/ circumstances, which shall be strongly justified with evidence.

4.16 Intellectual Property

Any work developed by employees during the course of their employment with MF and other materials owned by the organization or used by it in connection with the conduct of its business shall at all times remain the sole property of MF. Employees must, on request and on termination of their employment, surrender to MF all property, equipment and documents belonging to the organization.

4.17 Gifts

As a matter of policy, MF does not allow its employees to accept gifts or personal service from present or potential partners, vendors or business associates in their official capacity, while employed by MF. Non-disclosure and the acceptance of gifts in contradiction of the policy stated above shall render the employee liable for disciplinary action.

4.18 Email address opening/ Email Usage/IT Policy

As part of our commitment to maintaining efficient communication channels and ensuring the security of the organization's data, the HR department will create an email/Gmail address using the organizational name for the newly recruited employee so that donors/stakeholders/partners/vendors can understand it's an organizational communication channel. A separate IT uses policies will be developed to protect the organizational data.

4.19 Personal Property

Any personal property such as mobile phone, laptop, jewelry, cash, credit cards, clothes, etc. left on MF premises is done so entirely at the staff's own risk. Staff is strongly advised not to leave any valuables unattended on office premises rather than keep them in office provided locker. MF does not accept liability for loss or damage to any personal property whatsoever. If your locker key is not functioning/or any damaged, you must inform the admin officer. If you lost any of your personal property at the office you should report to the admin officer as early as possible verbal and (if required) in writing.

SECTION 5

WORKING TIME, HOLIDAYS, LEAVE

5.1 Normal Office Hours

The normal office hours in MF will be from 9:00 a.m. to 5:00 p.m. Saturday through Thursday, except public holidays, with one-hour lunch break. Office timing for support staff shall be from 8:30 a.m. to 5:30 p.m. Office hours during Ramadan will be reduced considering the announcement by the government and other similar institutions.

For the month of The Holly Ramadan, the office hours will be from 9.00 to 13.00 and 13.30 to 15.30 hours. There shall be a break of half an hour from 13.00 to 13.30 hrs. for lunch/prayer. Mukti may follow the government timing declared during Ramadan period.

In case of any specific program/project/emergency/needs, Mukti can introduce alternative office time and duration. Mukti will issue special office circular regarding the office time and duration.

5.2 Daily Attendance

A Daily Attendance Signature Sheet must be signed (electronic signing at may introduce at head office) by all employees of Mukti. This form is used to monitor punctual arrival or absence from the office, field travel, illness, etc. Failure to sign the attendance sheet shall be treated as absence from duty requiring an adequate explanation. Habitual tardiness will not be permitted. Supervisors are responsible for taking and appropriate disciplinary action with habitually tardy employees.

5.3 Holidays

- Weekly Holiday (every Friday and Saturday).
- Government Holidays.
- Special holiday declared by MF Management

5.4 Work plan

MF employees are responsible for completing monthly workplan in advance before starting of the month in the approved format that clearly indicates that employee will be delivered throughout the month indicating working days, leave, vacation, or holiday. The monthly wok plan must be submitted in advance to the line supervisor/manager, the line manager will review and approve and monitor regularly.

5.5 Timesheet

MF shared/partial staff are responsible to maintain timesheet based on actual time spent throughout the month. The timesheet records actual time spent on the project and charges those actual efforts to the project. Timesheets must be submitted and approved by the last working day of each month by line supervisor/manager. The time sheet must be signed by the individual employee and approved by his/her supervisor.

5.6 General policy for working Hours

- a. The workweek comprises six working days beginning on Saturday and ending on Thursday of each week.
- b. In case of any female staff who is pregnant, working hours may be readjusted in consultation with concerned supervisor and approval of the competent authority through an agreement. In case of staff who have breastfeed infants or children of school-going age, a 30-minute break may be allowed with the approval of the concerned authority.
- c. In such cases where the nature of work or seasonal or religious necessity may require some variation and extension of these times. The Executive Director or his/her delegate must approve the deviation as per Bangladesh Labor Law.
- d. Management enjoys the right to shift to a different pattern of working days and working hours, particularly for addressing some emerging needs and humanitarian response.

- e. Any change in the office timings shall be notified to the respective staff through official circular.
- f. All employees shall be at work at the time and place assigned to them. Habitual late is subject to disciplinary action.
- g. Concerned managers have to ensure that all available staff members sign the attendance register. Any exception has to be taken care of according to the HR Policy.
- h. It is the responsibility of each employee to ensure that his/her attendance sheets are marked up to date/complete, all due reports for the month have been submitted, and leave records (if any) for the month, are also up to date to facilitate preparation and payment of their monthly salary in time.


5.7 General Leave Policies

Availing leave is considered as a privilege, and it is not a right except medical, maternity and paternity leave. MF management may approve or reject any leave application for meeting the official urgencies. If situation demands, then the number of already approved or requested leave days can be reduced by supervisor. However, in case of valid reason, an employee can also apply for extension of leave before the expiry of the approved leave.

- a. All authorized leaves will be with full pay except leave without pay (LWP).
- b. Leave will be in the form of full day or half day. All leave requests will be submitted in prescribed leave form. The leave form will mention type of leave, leave days, reason for leave, employee's address, contact phone number.
- c. All leave will be recommended by immediate supervisor and the Executive Director or an authorized person, as deputized, can approve the leave.
- d. If an employee remains unauthorized absent for 10 calendar days at a time or after the expiry of approved leave, s/he may be suspended for a period not exceeding 7 days from the date of his/her return. During the suspension period, the employee will get half of basic pay.
- e. Employee going for leave will hand over charges to leave reliever as advised by supervisor. Reliever's signature can be inserted into the leave application form, if deemed necessary.
- f. Only working days are counted for calculating earned leave, casual leave and sick leave while for maternity, paternity and unauthorized leave calendar days are counted.
- g. All approved leave forms are sent to designated officer. S/he will calculate all leave accruals and maintain leave records for all employees of MF.
- h. It is MF's policy to record and calculate the casual leave, earned leave and sick leave based on the calendar year. Leaves cannot be requested or granted if the employee does not have such leave balance in his/her credit up to that month except the sick leave. The sick leave will be accrued full at the beginning of the year. If a person goes for separation, the pro-rata basis will be applied for his/her case.
- i. The following categories of leave may be admissible to core and project staff of ARA in the calendar year depending on employment status, confirmation and as specified in the concerned section:
 - Annual leave – 20 days per year
 - Sick leave – 15 days per year
 - Maternity leave – 180 days per child, up to two children
 - Miscarriage leave- four weeks.
 - Paternity leave - 7 days per child, up to two children
 - Leave without pay – maximum 30 days.
 - Special leave – maximum of 7 days per year to meet the family only when a close relative pass away.

5.8 Procedure for Applying for and Availing of Leave

- a. An employee who desires leave shall apply to the competent authority through proper channel in the Leave request form with his/her full address while on leave.
- b. If the leave is refused or postponed, the designated official shall record and intimate the reasons thereof in writing to the employee.
- c. For any planned leave, an employee shall apply at least one week in advance. In case of sickness or emergency the approval will be obtained afterward.
- d. Application for extension of leave shall be submitted by the employee to the competent authority before the expiry of the granted leave.
- e. A certificate from any legitimate medical doctor shall support an application for sick leave, if required for three days or more.

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- f. An employee who remains absent for more than ten days without authorization in excess to the period of leave granted shall be liable to disciplinary action unless s/he is able to explain his/her overstay in a manner satisfactory to the competent authority. Such unauthorized absence shall be treated as misconduct and the employee shall be liable to disciplinary action.
 - g. For calculation of leave, salary deduction or payment purpose the standard working days in a month will be considered 21.67 days for those staff who work 5 days a week, 23 days for those staff who work 6 days a week and 30 days who work 7 days a week.

Detailed procedures mentioned in the Human Resources Policy

SECTION 6

PERFORMANCE MANAGEMENT

6.1 Principles

Mukti Foundation rewards its employees based on their performance to the best of their abilities and thus fulfilling individual and organizational objectives. Performance management is viewed as a continuous cycle rather than an event. The Performance evaluations are a way to encourage communications between supervisors and the employees under their supervision. If performance appraisals are completed without good communications taking place then the process has not met its objective. At the end of each annual performance appraisal both employees and supervisors should better understand the expectations of the other and be better prepared for the coming year.

6.2 Performance Appraisal System

The Performance Appraisal System in MF (called as Staff Appraisal System) is a systematic and participatory process, by which an individual employee's performance is monitored, guided, developed, evaluated and rewarded. MF will use prescribed form for performance appraisal. It provides a tool for managing staff performance. The staff appraisal process should involve employee and his/her supervisor work together to recognize the strengths and weaknesses of the employee's performance, identify his/her training & development needs and find ways of improving his/her effectiveness at work.

Performance appraisal should give both supervisor and employee an opportunity to establish two-way communication against mutual expectations on job performance. It should help supervisors to identify and provide feedback to employees. Feedback may be given in order to:

- a. Remove performance gaps in current position,
- b. Improve further for future growth and challenges, and
- c. Recognize and appreciate for outstanding performance.

Detailed procedures mentioned in the Human Resource Policy

SECTION 7

EMPLOYEE CODE OF CONDUCT

7.1 General code of conduct

The following acts on the part of an employee shall be considered as misconduct:

- Mutual Respect to all
- Gender friendliness
- Child safeguard and protection
- Child abuse and Child labour in residence or office premises
- Respect for diversity.
- Positive behaviour and well-being.
- Maintain tobacco, drug and alcohol-free environment.
- Proper use of official property
- Avoid and disclose conflict of interest.
- Serve at MF with honesty, Sincerity and faithfully.
- Abide all the rules and regulations of MF.
- Observe, comply with and obey all orders and directions, which may, from time to time be given by the authority.
- Maintain confidentiality of all the official documents.
- Free from direct political activities or other activities detrimental to the interest of MF or of the state.
- Not to be absent from duty or leave station without obtaining prior permission from the immediate manager.

7.2 Misconduct

The following acts and omission shall be treated as misconduct-

- Willful insubordination or disobedience to any lawful order of the supervisor(s);
- Theft, fraud or dishonesty in connection with MF business and property.
- Taking or giving bribes or any illegal gratification in connection with his/her work.
- Habitual “absence without leave” or absence without authorized leave.
- Habitual late attendance.
- Breach of any terms and conditions of service rules or employment or any rules applicable to MF or any rules made thereunder.
- Riotous, disorderly or indecent behavior of the employee.
- Habitual negligence or neglect of work.
- Willful damage to work in process or to any property of MF.
- Tampering with records and registers of MF.
- Unauthorized removal of records and registers of MF.
- Failure to observe the safety and security of the office article and records and registers of MF property kept in charge of the employee.
- Engagement in drug abuse.
- Disclose of confidential information publicly which may destroy image of MF.
- Liable for or influence in sexual harassment
- Threat by using ICT or from any Cybercrime.
- Drunkenness or smoking on the job/workplace Lose the gender sensitivity.
- Disclosure of confidential information
- Failure to comply with written or verbal rules, regulations and instructions.
- Political or religious activities, which could have a negative effect on MF.
- Questionable behavior in the presence of donor representatives, staff of the Government of Bangladesh, and employee of MF partners.

7.3 Gross Misconduct

Any of the following acts on the part of an employee will be treated as gross misconduct:

- Breach of any terms and condition of Human Resource Policy and Operational Handbook or any rules and regulation of MF
- Theft or fraud or dishonesty in connection with the MF' s property
- Attacking other employees with intention to harm

- Sexual harassing to another female/male employee
- Sexual harassment or abuse to the children
- Engage Child labor in home or office premises.
- Willful damage to work in process or to any property of MF
- Unauthorized removal of records and registers of MF from office
- Failure to carry out reasonable instructions given by a manager or management member.
- Personal behavior which is contrary to the values and principles of MF, and which could have a negative effect on the credibility of MF
- Alteration or misuse of MF's documents
- Bringing weapons of any description into MF premises, or on MF business elsewhere
- Taking or offering bribes, commission or any other type of benefit while conducting MF business
- Habitual late attendance (after warning)
- Habitual breach of any law or rule or regulation applicable to the organization and country law
- Falsifying receipts or any other documents for personal gain
- Using MF property for personal reason without permission
- Failure to inform MF on criminal court appearances.
- If any employee does anything that breaks Bangladeshi Law, MF will consult this issue with lawyers or law enforcing authority as per their advice MF will take necessary actions even criminal proceedings.
- Collecting money from the employees within the office premises without the written permission of the management
- Failed to perform any important duty.
- Falsifying, tampering with, damaging or causing loss of records.

7.4 Zero Tolerance

MF has a zero tolerance towards gender and child exploitation and abuse, sexual harassment, engage child labour, involve/promote for trafficking, terrorism activities and addiction/promote, unauthorized goods/weapon sale/carry across the country, programs and activities. MF is committed to providing a safe environment for all employee at all times.

- Financial fraud and corruption, misappropriation, money laundering and terrorist financing
- MF employee must never avoid MF policy and disclose statement of Human Resource Policy and Operational Handbook, Fraud and Corruption Prevention statement, declaration of gender policy, declaration of child protection policy.
- MF employee must never sexual harassment both of men, women and children
- MF employee must never engage Child labour in office or residence premises.
- MF employee must never involve/promote for trafficking, terrorism activities or any unethical/harm/country law violation such kind of activities.
- MF employee never drug addiction/promote, unauthorized goods/weapon sale/carry.

7.5 Disciplinary Committee

The Executive Director will nominate three/five people from its own resources or from external resources to form a disciplinary committee. This committee will be active at the moment when there is an issue to dispute. A ToR will be given to the committee by the Executive Director or his authorized nominee before starting the enquiry.

7.6 Procedure of penalization

- The Executive Director will give the concerned employee the frame of charge of the committed misconduct in written.
- The Executive Director in person or through authorized person will hand over the letter to the concerned employee.
- The employee will reply, in writing, within 4 days about this charge.
- Based on the responses from the employee, authority will take final decision.

Penalization procedures mentioned in the Human Resource Policy

SECTION 8

TRAVEL AND EXPENSES

The purpose of this policy is to provide MF staff with clear guidance on the organization's position on the validity of expenses, the procedures for making an expense claim, the controls on the process and the proper authorization required. A policy cannot contain examples of every instance where it may apply. Employees should consider the contents of the policy and apply the principles and examples therein to reach a conclusion. Where doubt exists they should consult the finance department or supervisor before incurring the expense.

8.1 Travel types.

MF all employees, according to the job necessities need to travel outside their place of posting e.g. Domestic travel and international travel.

8.2 Travel plan

A travel plan is required before going for any official tour, which will be approved well in advance. The plan will include the purpose of travel, place of travel, duration, mode of transport, date of departure and date of return etc. The traveller will sign on the travel plan and the respective manager/supervisor will approve that Travel Plan. A copy of the approved plan will may be provided to Human Resources Management & Development and Admin Department (if required) for travel arrangement. Traveller will attach this approved plan with the travel expense bill.

8.3 Mode of Travel

Regarding travelling from one place or one city to another city the mode of travelling will be as follows:

Grade	category of Transport					
	Air		Railway/Steamer	Launch/Boat	Bus	Taxi
	Domestic	international				
1-4	Economy	Economy	AC	VIP	AC	Reserve
5-6	NA	Economy	1st class	1st class	AC Coach	Reserve
7-11	NA	Economy	1st class	1st class	Sulav class/ Chair coach	NA

In case of any emergency or special case, the Executive Director may allow anyone to avail Air ticket.

8.4 Travel Expense

Employees of MF when required to travel (if not by the vehicle of MF) in connection with their duties and functions shall be entitled to actual travel expenses incurred on public transport as stated in the Financial and Administrative Manual (Control document) of MF.

8.5 Per Diem or Daily Subsistence Allowance

An employee when travelling outside the duty station shall be entitled to receive Per diem as specified rate as below but it will be updated time to time through separate circular. The proportionate rate for Per diem shall be calculated as follows:

Step	Accommodation charges subject to max. of (Tk./day)		Allowance for food & incidentals - DA (Tk./day_24 hours**)	
	City Corporation (Dhaka, Chattogram, Cox)	Other Cities	City Corporation (Dhaka, Chattogram, Cox)	Other Cities

1-11	5,000 (Maximum)	4000 (Maximum)	1200 L 500+D 500+B 200*	1100 L 400+D 400+B 200
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* L=Lunch, D=Dinner, B=Breakfast

The above-mentioned rates will be applied based on the donor policy and budget availability.

If the travel required by other categories of employees not covered by the above rules, viz.: Advisors and Consultants, they will be paid at actual or the cost determined by the Executive Director.

8.6 Overseas Travel

Regarding foreign travel by the organization or by an invitation from the host organization or invitation from the donor part, the Daily Subsistence Allowance (DSA) and pocket money for the participant will be dealt case by case but it will not be less than 25 Euro for Asian country and 40 Euro for Europe, America, Latin America and African country per day for each person or as provisioned in the donor administrative guideline.

- Europe, America and Africa: @ Euro 40.00 per day
- Asia and others @ @ Euro 25.00 per day

The above-mentioned rates will be applied based on the donor policy and budget availability.

8.7 Travel Procedure

Whenever an employee intends to undertake any official trip, s/he must fill up the Travel Authorization Form specifying the purpose, destination, and time/date of departure and expected time/date of return/arrival with his/her signature. The proposed travel/trip should be approved by the competent authority. A Movement Register will be filled up by the concerned employee by mentioning date and time of departure, destination(s), purpose and expected date of return after obtaining due approval from the authority. After returning the concerned employee will sign on the register again along with remarks, if any. While submitting the bill the employee shall have to submit the approved request form along with the travelling bill.


For overseas travel, the concerned staff will inform the designated official well in advance with relevant documents and the Executive Director's approval/consent for processing the commitment letter/agreement (if any) and settle other official matters. The person visiting abroad will be responsible for arrangement of his/her Visa, Tickets, Passport renewal etc. MF appreciates sponsors providing all logistic support for any overseas visit. If the arrangement is not made by the sponsoring partner/organization, the concerned person will directly deal the matter or can obtain support from the designated officer at MF.

8.8 Travel & Per Diem Advance

Where necessary, MF will give travel advances through a voucher to the staff travelling within or outside the country. The travel advances will be determined case-by-case depending on destination as well as duration and anticipated expenses. For local travel the advance will be approved as per the table of authority and the Executive Director shall approve advance in overseas travel irrespective of amount. The advance has to be adjusted within 7 calendar days of returning from the visit.

8.9 Travel Expense Report

Upon returning to office, employees are required to submit trip expenses report of official expenses (along with the vouchers/ bills, if applicable) using Prescribed Form to the Accounts section with approval of the competent authority. The Accounts section can raise point to reimburse mentioned amount if not followed the required rule & procedures. In addition to expense report, a visit report



should be attached with the expense report. In case of fully sponsored overseas travel MF will not bear per diem/PER DIEM and any other associated costs thereto. In special circumstances the office might bear such expenses but it must be supported by proper justification. If the travel, food and accommodation costs are borne by the host/sponsor organization, but per diem is offered, in such case MF will pay a reasonable per diem.

8.10 Male/Female/Children Travel

MF recognizes the social and cultural values in Bangladesh and recommends that Male and Female staff be given separate (bed) room to travel overnight while travelling by launch, train or staying in the Guesthouse or Residential hotel unless they are married to each other. Children participants will be accommodated considering their age/sex/any kind of disabilities.

CHAPTER-9

EMPLOYEE ADVANCE

9.1 Introduction

Advance payments include all payments made on the condition that the money paid will be liquidated within a certain period.

Advance payments are considered liquidated when they are:

- (a) Returned or refunded.
- (b) Offset by receipts that documented approved expenditures.

MF allows advance for the following purposes:

- Small Purchase of materials
- Event or Activity i.e. training, orientation, workshop, meeting, etc.
- Utility, Travel, rent
- Advance to staff against procurement and program expenses
- Advance to third party/consultant/technical experts
- Advance to partner NGOs
- Advance to staff against salary

9.2 Advance limit

Advance limit shall be the amount agreed by the

- line Manager or designated authority or
- amount required for event or
- Advance against travel.

However usually the advance limit per staff for only highest 200,000/- per staff/per event. Limit may increase depending of project requirement having with Director approval.

In case any exceptional or abnormal limit is required then it must have prior approval from Director

2nd advance shall not be allowed until the 1st advance is fully returned or adjusted. If there is valid reason for the delay in submission of the expenses report, then the advance holder shall be given a second advance only with the recommendation of the line manager explaining the reason for delay. In the case of core staff, who is responsible for different assignment of organization can hold more than one advance if it is not in same accounts.

9.3 Payment Procedure

Amount of advance shall pay to staff by Accounts department and the Accounts Officer/Finance Officer should follow:

- a. A regular/project employee can take advance to bear organization approved procurement or program expenses. The Project Coordinator or the Director or any other authorized official as per Delegation of Authority can approve such advances.
- b. Advance request must be in MF prescribed form should be completed and approved.
- c. Advance may be issued monthly for program activities which must be justified within thirty (30) days of the receipt of advance. Over 30 days must be explained by the employee and should be approved by the Director.
- d. A new advance will be allowed to an employee, only up-on adjustment of prior advances, if any. However, in special circumstances that can be relaxed by the authorization of Director.
- e. The balance of all types of advances will be settled compulsory at the end of fiscal year. But if the duration of advance will not end at the end of fiscal year, these types of cases can be solved by the approval of Director. Accounts section will maintain a register to track advance and provide the management an Aging Report of Outstanding Advances and follow it up with concerned personnel time to time;
- f. The option will be allotted to give advance without project/organizational staff to bear expenses.

- g. The accounts section will maintain a statement in advance and notify concerned employee immediate after expiry of the duration and they will notify by email fortnightly until the advance is settled.
- h. In case of non-response by a concerned official, the accounts section can deduct the amount form the employee's salary. In case of large amount such deduction can be made by instalments as authorized by the Director
- i. Sometimes advances are given to the third party/consultant/technical experts. The amount of advance and terms of adjustment are agreed between MF and the third party as per MoU before an advance is given.
- j. Advances are given sometimes to the Partner NGOs to meet the program expenses. The amount of advance and terms of adjustment are agreed between MF and the partner NGOs as per MoU. Advance to partner NGOs is adjusted upon submission of bills and vouchers.
- k. Supporting documents related to advance request must be attached with advance request form.
- l. Clearance must be collected from the accounts department.

The advance receiver should acknowledge the receipt of the amount in MF prescribed Advance Slip

9.4 Advance adjustment procedures

- o The advance shall be adjusted within seven working days as soon as the event/purpose is complete for which the advance was taken.
- o The advance holder shall submit a statement of expenditure along with advance adjustment form duly authorized by the line manager.
- o The line Manager, being the first supervisor, is primarily responsible for checking the accuracy of the bill based on travel schedule, work plan, and other necessary instruction issued to that person.
- o Responsible Finance personnel shall re-check arithmetical accuracy and also check authenticity of the submitted bills and its compliance with the policy.
- o After the satisfactory checking of the expenses report Finance personnel shall adjust the advance and take refund the unspent amount or pay the additional amount to the person as the case may be.
- o Unspent/refund amount should be deposited to bank within next two days and deposit slip will be attached with voucher as supporting.
- o If payable amount up to 2000 can adjust from daily cash in hand and amount more than 2000 should be paid through cheque.

SECTION 10

BRIBERY AND OTHER CORRUPT BEHAVIOUR

A bribe is defined as giving someone a financial or another advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the Institution or to obtain or retain an advantage in the conduct of the organization's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances, you will be subject to formal investigation under the organization's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

FINANCIAL CODE OF ETHICS

To uphold the integrity of our financial information, every employee is expected to:

- Act with honesty and integrity.
- Act responsibly, in good faith, with due care, competence, and diligence.
- Ethically handle actual or apparent conflicts of interest between personal and professional relationships.
- Provide information that is accurate, timely, complete, and understandable, no matter the purpose of the information (such as forecasts, budgets, reports, draft or actual financial statements, and public filings or communications).
- Accurately represents material facts and not allow their better judgment to be compromised.
- Not let financial data be influenced by others or by factors such as operating unit or individual performance or objectives, plans and forecasts, or organizational commitments.
- Not conceal any information from our internal auditors or our independent auditors.
- Comply with applicable company policies and procedures related to internal controls and the preparation of financial statements.
- Comply with applicable governmental laws, rules, and regulations.
- Respect the confidentiality of information acquired in the course of their work and take appropriate steps to protect against unauthorized disclosure of confidential information.
- Not use confidential information acquired in the course of their work for personal advantage.
- Share knowledge and maintain skills important and relevant to their positions.
- Use responsibly and maintain control over assets and resources used by or entrusted to them.

SECTION 11

SAFETY AND SECURITY

11.1 Safety

MF will provide a conducive-working environment free from recognized health and safety hazards. The employee is required to report immediately any noted unsafe conditions to the Executive Director or respective person of HRM&D Department. Also, he/she is required to observe and adhere to organization's safety rules and common safety practices. Manager should assist their colleagues in observing these practices.

Report all injuries immediately to the respective manager and HRM&D Department, or in his/her absence to the Executive Director.

If any employee of MF feels an unsecured circumstance by their surroundings/current/former employee of MF he/she can inform to the nearest police station/general diary and a copy must ensure to the HRM&D for documentation.

11.2 HIV & AIDS Workplace Policy

Organization ensures a uniform and fair approach to the effective prevention of HIV & AIDS among staff and their families while at the same time ensuring a comprehensive management of HIV Positive staff and those living with AIDS, if any. The management of MF acknowledges the seriousness of HIV & AIDS epidemic within Bangladesh and globally with its impact on the workplace. MF acknowledge that AIDS is a chronic, life treating disease with social, economic and human rights implications.

Organization is committed to create awareness on HIV & AIDS epidemic, remove stigma surrounding HIV & AIDS for those infected, and equip its employee with counselling skills and provide care for people living with HIV & AIDS.

11.3 Tobacco, alcohol and drug free workplace

MF will ensure, to the best of the organization's ability, that employee will work in a smoking, alcohol and drug-free environment. Each employee is responsible to help ensuring smoking, alcohol and drug free, healthy, safe and secure work environment. Employees found unlawfully manufacturing, distributing, dispensing or in possession of illegal drugs (controlled substances as listed by the Department of Narcotics) will be subject to severe disciplinary action resulting in dismissal.


11.4 Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, dissemination of sexually offensive or suggestive written, recorded or electronically transmitted messages and other verbal or physical conduct of a sexual nature. Any employee who feels that she/he is being harassed will report it to the Gender Policy or Child Protection Policy focal or respective HRM&D personnel. All allegations of harassment will be promptly investigated following by policy with as much confidentiality as much as possible.

Any employee engaging in any type of harassment in violation of this policy will be subject to disciplinary action, up to and including termination. Any supervisor who has knowledge of such behaviour and does not report to the Executive Director or the HRM&D is also subject to disciplinary action, up to termination.

11.5 Child Safeguarding Policy

MF believes, the right of all children must be protected from all forms of abuse, neglect, exploitation and violence, as set out in the UN Convention of the Right of the Child (CRC) 1989. It will strive to protect all children from abuse and exploitation, encourage to fulfil their highest potentials and to challenge inequalities. Organization under any circumstances would not allow its stakeholders to involve in abuse-verbal or physical or the threat of such with children. It will encourage its



stakeholders so that their voice is heard, and views are acknowledged. Organization would maintain the following principles while dealing with children.

- Child labour is prohibited in office and also employee residence.
- Be aware of situations which may present risks and manage these.
- Plan and organize the work and workplace so as to minimize risks.
- As much as possible, be visible in working with children.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed; and empower children-discussing with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

11.6 Anti Trafficking

To align with national and international declaration and commitments, MF would follow a zero-tolerance policy on Trafficking in Persons. Any person employed by MF shall not engaged in severe forms of trafficking in persons, including sex trafficking, participate in any type of coercion, commercial sex act, debt bondage, involuntary servitude and or use forced labour. Participation in these acts will result in disciplinary action including termination, and/ or other penalties.

11.7 Money laundering and anti-financing

To ensure the Prevention of Money Laundering Act, 2009 of Bangladesh Govt, any person employed by MF shall not engage in any money laundering, financial corruption and bravery. All staff of MF must sign Self declaration on money laundering, financial corruption and bribery. Participation in these acts will result in disciplinary action including termination, and/ or other penalties, All the actions and initiatives will be taken as per MF's ABC policy.

11.8 Digital security Act

MF employee will follow the ICT Act 2006 of Republic of Bangladesh (which was amended digital security act in 2018) what to do and what not to do or how to do or use digital platform. As a MF employee, no one can involve in such activity in any situation which would go against government laws, act, rules or offensive, religious intolerance, sexual harassment, eve teasing, harassing or uttering sensitive words, against gender acts or prohibited activities which can create debate or argument in MF website or Facebook page and not even in own website/blog/Facebook page.

If any problem or difficulty occurs related to this, respective employee has to face it with the existing laws and acts socially and legally. The organization MF will not take any responsibility of social or legal and compensation according to this matter done by the employee.

11.9 Sexual Harassment

It is the policies of MF is to maintain an environment which is free from all forms of harassment, intimidation and discrimination including sexual harassment. MF is committed to creating and maintaining a system in which all employees can work together in an environment that is free from objectionable conduct of a sexual nature.

Employees have the right to enjoy a workplace free from sexual harassment. The authority strongly opposes to sexual harassment and is determined to take stern action required to prevent, and if necessary, discipline employee behavior.

List of the departmental contact person:

Department	issues	Contact person name & number
Human Resource	All HR issues, Leave, Policy, induction, performance appraisal	
IT	Regarding borrowing IT equipment, printer setting, PC/laptop, internet settings, email id, etc., any IT-related issue	
Admin	All logistical support related to official travel (ticketing, hotel room booking, and vehicle arrangement) office transport, and rent a car service etc.	
Logistics	Official equipment purchase, arranging official events, sending office assistants outside the office, procurement, stationery requisition, classroom booking, meeting room booking, First aid box etc.	
Communication	Preparing official communication materials, updating short bio for website, business card, circulating of publications, updates, etc.	
Finance and Accounts	Accounts related queries, advances, project budget-related issues and other related to finance and accounts	

ACCEPTANCE OF THE EMPLOYEE HANDBOOK FOR EMPLOYEES OF MF.

Name of Employee: -----

I have received a copy of the Employee Handbook dated on _____ . I have read and understood the Handbook and agree to the rules and regulations which it contains. I understand that the Handbook is subject to change at any time.

Signature-----

Date-----